

**Manager of Professional Development**  
**Alabama Office of School Readiness**

The Alabama Office of School Readiness (OSR) is responsible for administering Alabama's state funded, voluntary pre-k program, First Class. OSR is housed within the Alabama Department of Children's Affairs. The First Class Pre-Kindergarten program has received the highest quality rating for the past 6 years from the National Institute for Early Education Research.

OSR is seeking qualified candidates for the position of **Manager of Professional Development**. The position is a full time position based in Montgomery, AL. Salary is dependent on education and experience.

Job Duties include, but are not limited to, the following:

- Assess professional development needs of pre-k teaching, administrative, and coaching staff throughout state;
- Design and develop professional development programs based on needs; programs should include a variety of platforms, including online and in person;
- Serve as the lead in implementing NAEYC accreditation criteria for OSR program(s);
- Develop partnerships for professional development for non-state-funded pre-k staff;
- Serve as Conference Chair and lead for Annual Pre-k Conference serving nearly 1,000 teachers and administrators in pre-k programs;
- Develop and lead professional development for pre-k coaches, both internal and external;
- Share latest research on coaching and classroom best practice with teachers, coaches and administrators;
- Develop other partnerships to promote high quality, voluntary pre-k;
- Serve as member of leadership team at Office of School Readiness;
- Serve as classroom coach and instructional partner;
- Manage and supervise staff;
- Coordinate professional development with other sections of Alabama Department of Children's Affairs;
- Other duties as assigned.

Qualifications:

- At least a Master's degree in Early Childhood Education, Child Development or related field required; PhD preferred
- Significant experience teaching and leading in early childhood setting
- Prefer experience as Curriculum Specialist or Instructional Coordinator

***Interested candidates should forward their resume and cover letter to***

***Jan Hume, Director***

***Office of School Readiness***

***Alabama Department of Children's Affairs***

***P.O. Box 302755***

***Montgomery, Alabama 36130***

***Or by email to [jan.hume@dca.alabama.gov](mailto:jan.hume@dca.alabama.gov)***